

## Statement of Deficiencies

### 5305-I: Staff Attendance

Not Met

5305.I. A daily attendance record for staff, including the director/owner, to include the time of arrival and departure shall be maintained. Staff shall document in/out when not on the child care premises. This record shall accurately reflect persons on the child care premises at any given time.

#### Finding:

7305.I (5305.I.old tag) The center's staff daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by the attendance sheet dated 2/2/10, 1 of 15 staff was not signed out. On 2/8/10 1 of 14 staff was not signed out for the day and on 2/9/10 2 of 15 staff were not signed out.

### 5311-A.4: Health Statement

Not Met

5311.A.4. A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the center. Personnel record shall include a written statement of good health signed by a physician or designee. Health statement dated within three months prior to offer of employment or within one month after date of employment is acceptable. A health statement is required every three years. Originals shall be presented upon request.

#### Finding:

7311.A.4 (5311.A.4.old tag) Health records to include documentation of good health, signed by a physician or designee were not available for 3 of 15 staff.

### 5327-O: Fire Drills

Not Met

5327.O. Fire drills shall be conducted at least once per month. These shall be conducted at various times of the day and night (if nighttime care is provided) and shall be documented. Documentation shall include:

- date and time of drill;
- number of children present;
- amount of time to evacuate the center;
- problems noted during drill and corrections noted; and
- signatures (not initials) of staff present.

#### Finding:

7327.O (5327.O.old tag) The Provider did not have documentation on file that fire drills were conducted at least monthly at various times of the day. The center did not have documentation for the months of 2/09- 5/09.

### 5335-E: Attendance Record

Not Met

5335.E. The driver or attendant shall maintain an attendance record for each trip. The record shall include the driver's name, the date, name of all passengers (children and adults) in the vehicle, the name of the person to whom the child was released and the time of release. Documentation shall be maintained on file at the center whether provided by center or contract.

#### Finding:

7335.E (5335.E.old tag) The transportation attendance record documentation was incomplete as it did not include: driver's name, date, the names of all passengers adults in the vehicle and name of the person to whom the child was released. Transportation is center provided. One of the transportation logs did not have the month, year or date of the transportation documented and did not have who the child was released to. That log had 12 children listed with 6 children riding the bus on Monday, 1 of 6 had who the child was released to. Tuesday 5 of 12 rode the bus but the log did not indicate who the children were released to. Wednesday 3 of 12 rode the bus with no documentation of who they were released to.